

UNIVERSITY of
NORTHERN COLORADO
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Professional Administrative Staff Council (PASC)

Meeting Minutes
February 2, 2012
Gunter 2600

Council Members Present: Deborah Borelli, Kelley Christman, Cathy Heise, Erin Rabon-Poszywak, Michael Muskin, Jack Temkin (Faculty Senate Representative), Jessica Behunin

Council Members Absent: Julie Tacker, Kathi Bland (CSC Representative), John Weiser, Jay Dinges, Frances Braafhart, Nina Smith, Natalie Litke (Student Senate Representative)

Guests Present: Marshall Parks

1. Call to Order

Meeting was called to order at 11:06 AM.

2. Approval of Minutes

Minutes from the December 8, 2011 meeting were presented. Deborah Borelli moved for approval of the minutes, Cathy Heise seconded. Minutes were approved.

3. Human Resources Update on Compensation

Marshall Parks spoke to the group regarding compensation and job description categorization. Human Resources has a contract with Mountain States Employers Council to categorize our job descriptions, the original plan was to start February 1st, have now decided to postpone starting until April or May to avoid confusion with the budget process.

Marshall is working on a compensation identity plan, which will try to get us to 90% of our CUPA peer group over the next five years. He will send the draft to PASC for review, and is hoping to eventually get our support for the plan formally prior to the March Board of Trustee meeting. The second piece of that is a five year plan that has the target and the specific goals to getting there, which has four different options. He will also send that draft to us to get our feedback to present to executive staff.

If we decide to put this out to the PASC membership for feedback, we need to be quite clear that it is not guaranteed, and that the increase amount is a pool percentage, not an across the board percentage.

4. Spring PASC Election Process

We will readdress this issue when we have more representatives present.

5. Nomination for Employee of the Year

Erin will work on a communication to send out to the membership asking for nominations. We will then need to convene a group to review the nominations and select a winner in time for the banquet. We will select the review group at our next PASC meeting. We will need to figure out how we get the plaque for recognition at the banquet.

6. Treasurer's Report

Michael reported that we currently have \$7757.00 in our scholarship account.

7. Committee Reports

- **Executive Committee (Tacker, Behunin, Christman, Braafhart, Dinges)**
No report.
- **Fundraising (Muskin, Dinges)**
Michael mentioned that he has additional information regarding the casino trip fundraiser option. We will move forward with trying to set a date.
- **Professional Development (Behunin, Borelli, Poszywak)**
Jessica reported that IM&T hosted three webinars last month.
- **Recognition & Social Events (Poszywak)**
No report.
- **Community Outreach/Service (Braafhart, Tacker, Behunin)**
Julie reported via email that we were able to get out 20 more boxes for Operation Shoebox, which brings our total to 40 boxes. Additional items were taken to the Guadalupe Center.
- **Grants & Scholarships (Christman, Smith, Poszywak)**
Kelley reported that we approved three book scholarships for the Spring term. Scholarships were awarded to Christopher Freeman (Office of Admissions), David Steward (Dean of Students Office), and Edward Lopez (MAST Institute).
- **Communication (Christman)**
Deb reported that the website is up-to-date.
- **Student Senate (Borelli)**
They are getting ready to start their elections, and are also in discussion to restructure the student senate. Discussion did come up about a proposal to support creating a skateboard park on campus, because students are getting ticketed on campus.
- **Classified Staff Council (Behunin)**
Jessica reported that CSC talked about what they wanted to do regarding the Guadalupe Center policy changes. They are also starting to talk more about how we can support more of our campus community.
- **Faculty Senate (Heise)**
Cathy reported that the President was there to talk about a variety of discussions taking place. She did mention that she would like for us to start viewing ourselves for what we are, not what we are not. The group also talked about the academic appeals process nearing the end of their two year review process and will be approving something soon.
- **Board of Trustees (Tacker)**
Cathy went in Julie's place and reported that there were three concerns of CDHE are degree completion, achievement gaps, and readiness. There was also discussion about the needs of the academic support of the student athletes on campus.
- **Alumni Association (Muskin)**
No report.
- **Parking Advisory Board (Tacker)**
No report.
- **Campus Recreation Advisory Board (Dinges)**
No report.
- **University Center Advisory Board (Christman)**
No report.
- **Bookstore Advisory Board (Borelli)**
No report.

- **Information Technology Committee (Christman)**
 Deb commended IM&T for the webinar regarding online reputation management. Jessica mentioned that there is an archive of the webinar if anyone is interested in viewing it. Jessica also mentioned that IM&T is collecting the results of their annual survey, and that there was feedback that the help desk support is better, there are inconsistencies with desktop support, and people want more security awareness. They are also talking about the project to totally rework the wireless internet on campus, and they are also doing a complete network rebuild.
- **Workplace Environment Taskforce (Weiser, Poszywak)**
 No report.
- **Salary Equity (Poszywak)**
 Erin reported that the group is discussing the compensation plan that Marshall presented to our group.
- **Classified Staff Council (Bland)**
 No report.
- **Faculty Senate (Temkin)**
 No report.
- **Student Seante (Litke)**
 No report.

8. Adjourn

Meeting was adjourned at 12:33 pm.

Respectfully submitted,
 Kelley Christman, PASC Secretary